



**CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION
OFFICE OF WORKFORCE PLANNING AND SELECTION
CORRECTIONAL SERGEANT
WRITTEN EXAMINATION – DECEMBER 1, 2012
EXAMINATION PREPARATION TIPS AND SAMPLE QUESTIONS**

GENERAL INFORMATION

This orientation packet provides information specific to the 2012 Correctional Sergeant written examination. You should review this information prior to participating in the examination.

This study guide has been developed to help you respond to job related questions. The Correctional Sergeant examination covers all of the essential knowledges, skills and abilities of the Correctional Sergeant classification. This examination gives competitors the opportunity to demonstrate their competency and potential to perform in this classification. The study guide consists of the following two sections:

- Tips for preparing for a Written Examination
- Sample questions for the Written Examination

GENERAL DESCRIPTION OF THE WRITTEN EXAMINATION

The **written examination** requires knowledge of principles and practices of correctional administration and rehabilitation and methods of discipline as applied to persons under restraint of the California Department of Corrections and Rehabilitation (CDCR), laws relating to criminal courts and CDCR commitments. Therefore, it is recommended that you review California Criminal Laws and Court Rules (i.e., Coleman, Armstrong, Clark, etc.); CDCR Department Operations Manual (DOM); State of California Code of Regulations, Title 15, MOU BU 6, and Penal Code. The written test consists of **three** segments of multiple choice test items designed to assess the critical knowledges, skills and abilities required for successful on-the-job performance in the **Correctional Sergeant** classification.

GENERAL TIPS FOR PREPARING FOR YOUR CORRECTIONAL SERGEANT EXAMINATION

- Review the Job Analysis for the Correctional Sergeant. The most critical and frequently performed tasks are identified in the job analysis in addition to the knowledges, skills and/or abilities for the classification. The Job analysis can be found on the CDCR website at www.cdcr.ca.gov. From the home page click on **Careers** on the upper right hand corner. Then under **Prospective Employees** click on **Job Analysis**. Click on the letter “C” and then under Correctional Sergeant click on **Background Information and Information Gathering, List of Edited Tasks, and List of Edited Knowledge, Skills, and Abilities (KSAs)**.
- Review and study the CalHr job specification. This is the legal document for the classification and states how the classification is used in general, identifies the knowledges, skills and/or abilities required and lists any other pertinent classification information. The classification specification can be found on CalHr’s website www.jobs.ca.gov. From the home page, click on **Career Planning**. Then click on **Class Specifications**. In the search term box type in **Correctional Sergeant**. Click **Begin Search**. Then click on **Click here for Class Spec**.
- Find out how and where the classification is being used to broaden your understanding of the classification. Talk to an incumbent currently in the position and request copies of duty statements. Individuals currently performing the duties of the classification can provide you with insight of actual on-the-job tasks. **Please note that positions exist within the Division of Adult Institutions with CDCR.**
- Acquaint yourself with the mission and goals of CDCR, which are available on the departmental website at www.cdcr.ca.gov. From the home page, click on **About CDCR** in the upper right hand corner of the screen and then click on **Read Our Mission Statement**. Learn as much about the department and/or the various locations within the department.
- Acquaint yourself with the State of California Code of Regulations, Title 15, Crime Prevention and Corrections located on CDCR’s website at www.cdcr.ca.gov. From the home page, click on **About CDCR** in the upper right hand corner of the screen. Click on **Regulations** on the right hand side of the screen. Click on **Adult Operations and Program Regulations** and then click on **Department Rules**.
- Acquaint yourself with the Department of Corrections and Rehabilitation’s (CDCR) Department Operations Manual located on CDCR’s website at www.cdcr.ca.gov. From the home page, click on **About CDCR** in the upper right hand corner of the screen. Click on **Regulations** on the right hand side of the screen. Click on **Adult Operations and Program Regulations** and then click on **Department Operations Manual (DOM)**.
- Be in the role. Answer questions as if you were already in the classification or level for which you are testing. Oftentimes, candidates answer questions from their classification or level of experience. At a journey level, you may have broad technical experience; however, you will need to be prepared to answer supervisory related questions when testing for supervisory levels.
- Confirm the date, time and location of your examination to ensure you do not miss the examination. Failure to show up for your scheduled examination may disqualify you from participating.
- Show up at least 15 minutes early to fill out necessary forms and to gather your thoughts.

WRITTEN EXAMINATION TIPS

- Listen to all of the instructions given by the proctors.
- Carefully read the written test instructions while the proctor reads them aloud.
- Read specific segment instructions carefully to ensure you are answering the question correctly.
- Read the question in its entirety before you look at the answers.
- Read all choices carefully before choosing your answer.
- Immediately eliminate answers you know are wrong.
- Enter all answers on the answer sheet with a Number 2 pencil.
- Do not keep changing your answer; usually your first choice is the right one.
- Do not skip around from section to section. This may cause you to get confused and need additional time to finish.
- Do not spend too much time on questions that you are unable to answer. Move on and come back to those questions.
- Ensure the question you are answering corresponds to the number on your answer sheet.
- Pace yourself. Make sure you allow yourself time to get back to any unanswered questions.
- If you have a question, raise your hand and a proctor will assist you.
- Review your examination and ensure you answered all questions before turning in your test material.

There are many areas that are covered in an examination. The examination is a competitive process. While you are not expected to know everything, the more prepared you are, the more competitive you should be. Do your research and allow time for preparation. Keep your supervisor or manager in the loop – they are a valuable resource. Good luck!

SAMPLE QUESTIONS

SEGMENT 1 – POLICIES AND PROCEDURES

The following is a brief description and examples of the critical performance areas measured by the examination. The critical performance areas are based on the knowledges, skills, and abilities indicated on the examination bulletin and job specification.

This test segment is designed to measure your knowledge with Departmental policies and procedures.

INSTRUCTIONS: Read the following excerpt and choose the one response that most appropriately answers the situation or topic covered.

Sample Question #1

You have multiple fights that erupt on your General Population Yard. What would be the appropriate code to announce?

- A. Code 1
- B. Code 2
- C. Code 3
- D. Code 4

The correct answer is C. Due to the multiple locations and uncertainty of the inmates' intent the event exceeds the amount of staff available on that facility to quell the incident.

SEGMENT 2 – READING AND WRITING COMPREHENSION

This test segment is designed to measure your ability to comprehend paragraph organization.

INSTRUCTIONS: The following sentences may or may not be in the correct order to form a proper paragraph. Choose the answer that lists the sentences in the most correct order.

Sample Question #2

Arrange the following four sentences to form the most effective and logical paragraph. Then select the answer that represents the best sequence.

1. All Correctional Officers and/or Correctional Sergeants who are assigned to transportation or hospital coverage of an inmate shall be required to wear a combination protective vest.
2. The CTC Sergeant on second/third watch and the OP Sergeant on first watch will collect a chit, log out, and issue the combination protective vest.
3. Staff shall return the combination protective vest to the CTC Sergeant immediately upon completion of the transportation or hospital coverage assignment.
4. Staff who do not have a combination protective vest permanently assigned to them will report to the CTC Sergeant to get a combination protective vest prior to departing the institution.

Which of the following represents the best sequence for the four sentences above?

- A. 1, 2, 3, 4
- B. 1, 4, 2, 3
- C. 3, 1, 4, 2
- D. 2, 3, 4, 1

The correct answer is B. The sentences in the order of 1, 4, 2, 3 form the most effective and logical paragraph.

SAMPLE QUESTIONS

SEGMENT 3 – SUPERVISORY SKILLS

This test segment is designed to measure your ability to effectively handle a variety of supervisory situations with which you may be confronted as a Correctional Sergeant.

INSTRUCTIONS: Choose one response that most appropriately answers the situation or topic covered in each question.

Sample Question #3

In the California Department of Corrections and Rehabilitation's (CDCR) Division of Adult Institutions (DAI) an employee's annual performance reports shall be due on what date?

- A. Employee's birth date
- B. Employee's hire date
- C. Employee's transfer in date
- D. Employee's block training date

The correct answer is A. In CDCR, annual performance reports shall be due on the employee's birth date and only cover up to the immediate twelve (12) months prior to the due date of the report.